

City of Woodstock

Open Records Policy and Procedures Manual

November 2006

PURPOSE: To define the policies and procedures for CITY OF WOODSTOCK production of records under the Open Records Act, O.C.G.A. 50-18-70 thru 50-18-76.

I. Background: The purpose of the Open Records Act is both to encourage public access to information and to foster confidence in government through openness to the public. The intent of the General Assembly was to afford to the public at large a right of access to government records generally, while permitting some narrow categories of information to be withheld where nondisclosure was believed to be in the public interest.

II. The Open Records Process:

The City complies with the Open Records Act. Open record requests should be directed to the City Clerk or in the absence of the City Clerk to the City Manager or his designee.

Staff receiving open records requests should refer the person making the request to one of the aforementioned parties immediately so as not to create a delay. Staff receiving an open records request should fill out the open records act log sheet attached and in the event a written request is made, should attach a copy of the written request to the log sheet. This log sheet should be submitted to the City Clerk as soon as possible, but in no event later than 24 hours (excluding weekends and holidays) from the date of the request.


- A. Record Availability:** When the staff member has no question as to the availability of the records, they should be produced as soon as is practicable, and the log sheet can be sent, along with the written request, if one was presented, to the City Clerk subsequently.
- B. Appropriate Charges:** The City shall charge no charge for search retrieval and other direct administrative costs for the first ¼ hour for complying with the request. Thereafter, the City shall charge the salary of the lowest paid full-time employee, who in the discretion of the custodian of the records has the necessary skill and training to perform the request. Additionally, the City shall charge for copies, such fees as are specifically authorized by the Council or by law and in the absence of such prescribed fee shall charge \$.25 cents per page.
- C. Worksheet.** If CITY OF WOODSTOCK determines a fee will be charged, the CITY OF WOODSTOCK Open Records Cost Worksheet will be completed. A copy of this worksheet is appended to this manual chapter as *Attachment B*.

III. Files Related Open Records Act Requests: All Open Records Act requests and responses and supporting documentation pertaining to those requests will be maintained in the Office of the City Clerk for the required retention period.

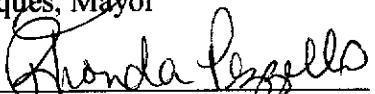
IV. Designees: The City Clerk will assign a Records Coordinator within each Department (with Department Director approval) to be the authorized designee to carry out from time to time, specific requirements within this policy.

V. Question or Disputes. The City Clerk, or in the City Clerk's absence, the City Manager or his designee, shall make the determination as to the accessibility of the requested records and in the event of a question, shall consult the City Attorney.

As adopted this 12th day of December, 2006.



Donnie Henriques, Mayor

Attest: 

Rhonda Pezzello, City Clerk

**City of Woodstock, Georgia [Attachment A]
Open Records Act Log Sheet**

<input type="checkbox"/> Telephone Request	Date: _____	Time: _____	Rcvd By: _____
<input type="checkbox"/> Request Made in Person	Date: _____	Time: _____	Rcvd By: _____
<input type="checkbox"/> Request Made by Fax	Date: _____	Time: _____	Rcvd By: _____
<input type="checkbox"/> Request Made by Email	Date: _____	Time: _____	Rcvd By: _____
<input type="checkbox"/> Request Made by Mail/Ltr	Date: _____	Time: _____	Rcvd By: _____

(*If by mail, keep envelope w/letter)

Requestor Name: _____

Requestor Address: _____

Requestor Phone: (Day) _____ (Evening) _____ (Fax) _____

Requestor Email Address: _____

Name of Individual/Subject of Request: _____

Date(s) of Records Requested: _____ Department Where Files Originated: _____

Request Specifics: ☐ View Only ☐ View/Copy ☐ Would like copies made for them

If files contain or are suspected to contain information exempt pursuant to the Georgia Open Records Act, the records may need to be redacted prior to being open for viewing/copying by the general public. If there is a question or dispute, the City Clerk will be advised by the City Attorney on how to proceed. Additional costs may be incurred if redaction is necessary for research time. No charge for first quarter hour.

Give Details below:

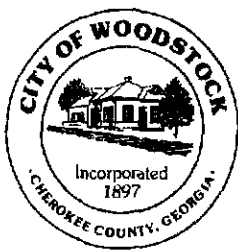
For Office Use Only:

☐ Copy of Written Request (w/envelope) or Log Sheet Submitted to City Clerk's Office on _____ by: _____.

Requestor Has Been: (One of the three must be done within 3 business days of receipt of request)

☐ Allowed to view/copy records; or ☐ Given notice in writing the date when records will be available with estimated costs; or ☐ Notified that the records are not subject to the Open Records Request as per Sec. _____ or opinion of City Attorney (attach letter).

Requestor Notified on _____ by: _____ RMI: _____
City Clerk Initial _____



City of Woodstock [ATTACHMENT B]
 Office of the City Clerk
 103 Arnold Mill Road
 Woodstock, Georgia 30188
 770 592-6002 770 926-1375 (fax)

INVOICE – Open Records Request

Requestor Name: _____

Case #/Description of Records: _____

Preparer's Name: _____ Date: _____

- Hourly Rate: Not to exceed \$25.48 per hour (Salary of lowest paid, full-time employee who, in the discretion of the City Clerk has the necessary skill and training to perform the task. **NO CHARGE FOR FIRST QUARTER HOUR.**
- Copy Rate: An agency may not charge more than \$.25 per page for each copy

SECTION A

Details	# Hours	# Copies	Hrly Rate	Copy Rate	TOTAL
Number Hrs Search, Retrieval, Review					
City Attorney Fees					
Number Hrs Copying					
Number of Pages					
SUBTOTAL					\$

SECTION B

The following additional costs may be applicable:	# Copies	Cost per Copy	TOTAL
Map (Size: _____)			
Audio Tapes			
Video Tapes			
Photographs			
CD-ROM's of Digital Photographs			
CD's or DVD's			
Other Costs:			
Postage			
SUBTOTAL			\$

Subtotal A: \$ _____ plus Subtotal B: \$ _____ = \$ _____ TOTAL AMT DUE

Amount Received: \$ _____ Received by: _____
☐ Check ☐ Cash ☐ Credit Card **Date** _____ **Employee** _____